

ARTS ADMINISTRATION INTERNSHIP

To apply for this internship, please complete the [online application form](#) with a .pdf copy of your resume and cover letter, ensuring that you address how your skills and previous experience relate to the role.

Applications close at 5pm, Friday 29 November 2024.

About the Internship

The 2025 Sydney Writers' Festival Administration & Office Management Intern will undertake a variety of practical activities designed to facilitate learning and contribute to the success of the Festival's overall administration and office management. The administration component of the internship looks after the resources in the office, administration systems and processes, and supports the 20-25 office staff members by ensuring they have the knowledge, resources and in-person support they need to complete their work.

Applicants for the Administration & Office Management Internship would benefit from effective and confident communications skills, a fastidious nature including attention to detail and a self-starting attitude. No hard skills are required, only a willingness to learn. This role would suit students from Arts & Humanities, Business (HR), and many other disciplines as the skills are relevant to most careers.

The Administration & Office Management Internship will commence on the week of **3 March and finish on 14 June**. This is a commitment of 16 weeks at 8 hours per week, plus an additional 30 hours across the week of the Festival. Note: there is one-week post-Festival with no time commitment, after which, the intern will continue to work with the Supervisor to wrap up post-Festival activities and reporting. The total commitment is estimated at **150 hours**.

Role Responsibilities

The Administration & Office Management Intern will assist with:

- Setting up reconciliation templates each month
- First aid kit review and stock management
- Facilities management
- Lanyard accreditation review, stock management, design, distribution, and recycling
- Assisting with the Festival HQ bump-in, adjusting the asset movements plan and register
- Assisting at the Festival with back of house systems
- Stock reconciliation post-Festival week
- Report writing and handover preparation

Key Learning Opportunities

1. **Data management**, including data manipulation in Microsoft Excel, such as sorting, filtering, formatting, validation and formula
2. **Writing and editing skills**, including editing documents, writing short reports, reading for content and reading for clarity
3. **Administration skills**, including month end reconciliations and stock reconciliation.
4. **Event management skills**, including event set-up and pack-down, asset movements and systems, as well as the interpersonal and immersive experience of a large event
5. **Post-event reporting**, including collating and analysing feedback, report writing and event wrap-up

Key Dates

Following are core Festival and department milestones, some which may require availability beyond office hours in the evenings or weekends. Updates to the below dates, plus any additional dates specific to your role, will be provided at the interview stage.

29 Nov 2024	Sydney Writers' Festival Internship Applications close
2–13 Dec 2024	Review applications and shortlisted candidates interviewed
16 Dec 2024	Advise all shortlisted candidates of final outcomes
3 Mar 2025	Internship commences
3 May 2025	SWF Orientation Day (for volunteers, interns, crew)
19–25 May 2025	Sydney Writers' Festival